



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

February 9, 2007  
CN# 39-05

**Memorandum**

To: CACFP Sponsors

From: Melissa Steinle, Team Leader  
Child and Adult Care Food Program

Subject: 2006 CACFP Renewals

Thank you for your continued interest in providing nutritious meals for children and adults in your care. Enclosed is the FY 2006 CACFP Renewal Workshop schedule. **Sponsor attendance is mandatory.** Each organization must have one representative who performs director duties attend the CACFP renewal training and each organization is encouraged to limit registration to no more than two representatives. Each successfully enrolled organization will receive the renewal application during the workshop. ADE has created a comprehensive training schedule to ensure that all sponsors will have a place in a workshop.

Please review that attached Renewal Workshop Schedule carefully. Workshops are six hours long. Sponsors are required to attend one session only. These sessions will focus on updated Code of Federal Regulations that specifically affect CACFP operations. All workshops listed meet the mandatory training requirement. Each person attending a workshop will be given a certificate verifying attendance. Please keep these certificates in your CACFP files.

Please notice the variety of training dates and locations. Please determine a workable date and register online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). If you had previously registered, the times and dates may have changed. Please disregard the old schedule and re-register for an available training class that is now online. (Note: All participants must register online. No phone call or fax registrations will be accepted.)

We look forward to providing training and support to your organization. If you have any questions regarding the Renewal Workshops, please call your assigned CACFP Specialist, or the Child Nutrition Programs Office at (602) 542-8700.

Enclosure

In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

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